

February 2000

Subject: **EDEExpress, Version 6.1**

We are pleased to release EDEExpress for Windows, Version 6.1. This software version expands EDEExpress to include the Direct Loan module for the 2000-2001 award cycle as well as adding additional changes to the software.

Included in this letter are the following:

- Instructions on how to obtain and install the software,
- A list of Direct Loan enhancements,
- A list of issues from Version 6.0 that were fixed,
- The results gathered from EDEExpress benchmark testing, and
- A reminder to back up and optimize your EDEExpress database.

### **What You Should Do**

Just as you did for Version 6.0, download the software and the related user documentation via the Internet at the new Student Financial Aid (SFA) Download Web site, **<http://www.SFAdownload.ed.gov>**. Instructions for downloading EDEExpress for Windows from the Web are located on page 3 of this document, as well as in the "Downloading Software/Paper Documentation" section of the *2000-2001 EDEExpress for Windows Installation Guide*.

### **If You Need Further Information**

The EDEExpress Customer Service staff of the Central Processing System (CPS) can handle all of your EDEExpress for Windows questions regarding:

- Installation issues,
- Software problem resolution,
- Software functionality, and
- Technical assistance.

You can reach them Monday through Friday, 7 a.m. – 7 p.m. (CT), at **800/330-5947**. You can also e-mail inquiries, comments, or suggestions 24 hours a day to **CPS@NCS.COM**. A representative responds within 24 hours.

If you do not have access to the Internet, or you need assistance connecting to the SFAdownload Web site or downloading EDEExpress in single or multiple file format, call Title IV WAN Customer Service at **800/615-1189**, or e-mail them at **T4WAN@NCS.COM** to request diskettes.

If you have technical questions about our SFA systems and software, you may want to subscribe to our e-mail listserv, SFATECH. For more information about SFATECH, including how to subscribe, look online at **<http://www.ed.gov/sfatech/listserv.html>**.

CPS Customer Service

## EDEExpress for Windows, Version 6.1

The Department is pleased to announce the release of 2000-2001 EDEExpress for Windows, Version 6.1. Version 6.1 installs the Direct Loan module of EDEExpress and resolves several issues present in Version 6.0. The Pell module will be released in a future version of the software.

The software and its documentation are distributed via the Internet at the new SFAdownload Web site, <http://www.SFAdownload.ed.gov>. See page 3 for instructions on how to download the software and install it on your own computers.

If you have access to the Internet and cannot open the SFAdownload Web site, call your technical support staff to ensure you have full FTP download rights.

If you do not have access to the Internet or have FTP download rights but still cannot open the SFAdownload Web site, call Title IV WAN Customer Service at **800/615-1189**, or e-mail them at **T4WAN@NCS.COM** to request diskettes.

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## Upgrading EDEExpress to Version 6.1

EDExpress Version 6.1 contains the Direct Loan module for the 2000-2001 cycle. You must continue to have Windows 95, NT, or 98 as your PC operating system to run this version. You must also be in compliance with the system requirements outlined in Action Letter #2 (October 1997).

Version 6.1 is an upgrade to Version 6.0. To use EDEExpress Version 6.1, you must perform the following procedures:

1. Back up your Version 6.0 database.
2. Download the software from the SFAdownload Web site.
3. Install Version 6.1.
4. Perform a database update.

The software and documentation are distributed via the Internet using the SFAdownload Web site, <http://www.SFAdownload.ed.gov>.

If you do not have access to the Internet, or you need assistance connecting to the SFAdownload Web site or downloading EDEExpress in single or multiple file format, call Title IV WAN Customer Service at **800/615-1189**, or e-mail them at **T4WAN@NCS.COM** to request diskettes.

**Note:** Some organizations restrict their users from downloading from FTP sites. If you have trouble downloading, try again later. If you are still unable to download, contact your technical support staff to ensure you have full FTP download rights.

**Warning:** Before installing EDEExpress Version 6.1, make sure you have a reliable backup of your current 2000-2001 EDEExpress database (Expres01.mdb). This step is extremely important.

For further information regarding the EDEExpress installation process, see the section "Reminders" or the *EDExpress Installation Guide*.

## Downloading EDEExpress from the Web

Beginning with EDEExpress, Version 6.0, Department of Education software and documentation are distributed via the Internet using the SFAdownload Web site, <http://www.SFAdownload.ed.gov>.

EDExpress, Version 6.1, is available on the SFAdownload Web site in two formats. You can download the software:

- In one file (EDEExpress61.exe), or
- In installments that you then copy to a network drive or your hard drive.

If you do not have access to the Internet, or you need assistance connecting to the SFAdownload Web site or downloading EDEExpress in single or multiple file format, call **Title IV WAN Customer Service** at **800/615-1189**, or e-mail them at **T4WAN@NCS.COM** to request diskettes.

**Note:** Some organizations restrict their users from downloading from FTP sites. If you have trouble downloading, try again later. If you are still unable to download, contact your technical support staff to ensure you have full FTP download rights.

### ***Downloading the Software as One File***

1. Go to the URL field located at the top of your browser's screen and enter the SFAdownload Web site address: **http://www.SFAdownload.ed.gov**.
2. Follow the instructions provided and click the **Continue** button. You are taken to a "Privacy on Our Web Sites" Web page.
3. Click on any of the links (or scroll down) to read information about Non-personal Information, Information from E-mails, Information collected from interactive forms, or Privacy of other records.
4. Click the **Continue** button to access the Web site containing the software you want to download. A brief description of the software is provided.
5. Click **EDExpress 2000-2001** to the left of this description. You are taken to the downloading site.
6. Click the **Full Download** link to download the program in one file. A Save As... dialog box appears.
7. Choose a location on your hard disk to save the file, then press the **Save** button. The length of time it takes to download the software depends largely on the speed of your Internet connection.

## ***Downloading the Software in Installments***

1. Go to the URL field located at the top of your browser's screen and type the SFAdownload Web site address: **http://www.SFAdownload.ed.gov**.
2. Follow the instructions provided and click the **Continue** button. You will be taken to a "Privacy on Our Web Sites" Web page.
3. Click on any of the links (or scroll down) to read information about Non-personal Information, Information from E-mails, Information collected from interactive forms, or Privacy of other records.
4. Click the **Continue** button to access the Web site containing the software you want to download. A brief description of the software is provided.
5. Click **EDExpress 2000-2001** to the left of this description. You are taken to the downloading site.
6. Click **Disk 1** to download only disk 1's data. A **Save As...** dialog box appears.
7. Choose the location on your hard drive to save the file. Click **Save**. The length of time it takes to download the software depends largely on the speed of your Internet connection.
8. Click **Disk 2** to download only disk 2's data. When the Save As... dialog box appears again, make sure you are saving Disk 2's data to the same directory as you saved Disk 1's data.
9. Click on each of the succeeding disks until all of them have been saved to the same location on your hard disk. You create a directory structure like this:

```
\Install
\Install\DISK 1
\Install\DISK 2
\Install\DISK 3
\Install\DISK 4
\Install\DISK 5
\Install\DISK 6
\Install\DISK 7
\Install\DISK 8
\Install\DISK 9
```

10. Once the software disk files are downloaded to your hard drive, go to that location and double-click on Disk 1. Double-click on the Setup.exe file to open and install the software. Disk 1 and Disk 2 are self-extracting zip files. See the section "Installing EDExpress, Version 6.1" for installation instructions.

## ***Downloading the Documentation***

You can download the paper documentation from the Internet in both Adobe PDF and Microsoft Word format. The following types of paper documentation are available to download:

- Cover Letter
- Installation Guide
- Technical Reference

Each document has the date it was posted, file size, and approximate download time. However, the length of time it takes to download a paper document depends on the speed of your Internet connection.

To download paper documentation:

1. Go to the URL field located at the top of your browser's screen and type the Student Financial Assistance (SFA) download Web site address:  
**<http://www.SFAdownload.ed.gov>**.
2. Follow the instructions provided and click the **Continue** button. You are taken to a Privacy on Our Web Sites Web page.
3. Click on any of the links (or scroll down) to read information about Non-personal Information, Information from E-mails, Information collected from interactive forms, or Privacy of other records.
4. Click the **Continue** button to access the Web site containing the document(s) you want to download. A brief description of the documentation's software is provided.
5. Click **EDExpress 2000-2001** to the left of this description. You are taken to the downloading site.
6. Click on the type of documentation you want to download.
7. If you select an Adobe PDF formatted file, click **File**, **Save As** from the menu bar, select a location on your hard disk, and then click the **Save** button to save the file.
8. If you select a Microsoft Word formatted file, a dialog box will appear. Click on **Save it to disk**, choose a location to save the file and press the **Save** button.
9. For either type of file, the Web site is designed to give it a default name; however, you may choose another name for the file if you prefer.
10. Once the paper document has been downloaded on your hard disk, go to that location and double-click on the file to open and/or print it.

## Installing EDEExpress, Version 6.1

After downloading EDEExpress, Version 6.1, you must install the software. To upgrade from EDEExpress, Version 6.0 to Version 6.1 you must perform the following procedures:

1. Back up your EDEExpress, Version 6.0 database.
2. Install Version 6.1.

For further information regarding the EDEExpress installation process, consult the *2000-2001 EDEExpress Installation Guide*. If you have questions, call CPS Customer Service at **800/330-5947**.

## Installing to a Stand-alone Computer

1. Back up your EDEExpress, Version 6.0 database.
2. Close all running applications, including screensavers, e-mail notifiers, etc.
3. Go to **Start, Run** and type the program directory where you downloaded the software. Verify the program directory displayed is correct. If it is not correct, please change it to the program directory where your EDEExpress file is installed. This action will extract the necessary install files and automatically launch the install program.
  - If you downloaded in one file, the name of the file should be **EDEExpress61.exe**. Choose this file.
  - If you downloaded the software in separate diskettes, double-click **Disk1.exe** to extract the files. Continue the same process with disk 2, etc. (Disk 1 and 2 are self-extracting files.)
4. Select the **Custom** install option if you are upgrading from 6.0 to 6.1. Choose **Full** install option 2000 -2001 if you are installing it for the first time.
5. Mark the checkbox for any modules you use (so module fixes can be installed) if you are doing a custom install.

**Warning:** Do NOT mark the “Database” checkbox unless you are performing a first-time installation or you wish to overwrite your Version 6.0 database. Remember, if you choose to overwrite your database, all data previously entered will be lost.

6. Reboot your PC.
7. Log on to EDEExpress to allow the software to perform a one-time-only database update. This update loads important changes and fixes to your database structure.



### ***Installing to a Network***

If you have multiple workstations accessing a networked EDEExpress database,

1. Copy the install file from PC to PC, running the install on each as you proceed. Or run the installation program from the network drive it is saved to.
2. Reboot each PC after you have finished installing the software.
3. After completing all of your workstation installations, access the software from one workstation only to allow the database update to perform successfully.

### ***Installing from Diskette***

The primary method for installing EDEExpress on your computer is by downloading the software from the SFAdownload page. If that method is unavailable, call Title IV WAN Customer Service at **800/615-1189** or e-mail them at **T4WAN@NCS.COM** and request diskettes.

## **Direct Loan Module in EDEExpress**

EDEExpress for Windows, Version 6.1 activates Direct Loan program functionality.

### ***General and Setup Changes***

- To generate a promissory note manifest, you select the Print function.
- Within Direct Loan/System Setup, the Experimental School Field label now reads “Are you a Special School?”
- In Direct Loan/System Setup, you have the option to print disclosure statements for Master Promissory Notes (MPNs) (“O” – Onsite) or request the LOC to print the disclosure statement (“S” – LOC prints). In addition, you may change this option on a loan-by-loan basis within an individual loan record.

### ***Entry***

- If you obtain a credit decision for a PLUS loan borrower through the LOC Web site, you can enter the credit decision status and date on the Loans tab. This new procedure allows the Financial Aid Officer to immediately award additional unsubsidized funds to those students whose parents are unable to qualify for a PLUS loan because of a failed credit decision.
- If an error occurs on the Multiple Entry Edit Report, the loan ID of the record in error prints in addition to the Social Security Number. This change assists you in finding the record with an error more quickly.
- Both the Borrower’s Default Status and the Student’s Default Status (PLUS only) are now located on the Loans tab.
- When entering a subsequent loan for a borrower, you may select an option for some of the basic loan data to be copied from the already existing loan record to the new loan record. The data copied can be updated on a field-by-field basis.
- If you select the Ellipse button for Loan Period Code on the Loans tab, the loan period title is part of the information that displays.

### ***Print***

- When printing promissory note manifests, you have the option to include or exclude inactive loans.
- When reprinting a PLUS promissory note with an accepted status, you have the option to exit the print option.
- You can print a one-page disclosure statement within EDEExpress from both the batch level and within a loan record. A one-page disclosure statement includes up to 12 subsidized loan disbursements and/or 12 unsubsidized loan disbursements. If either loan has 13 disbursements, the disclosure statement will be printed by the LOC and should not be printed in EDEExpress.
- The 2000-2001 MPN and the PLUS note print with the same data elements as the 1999-2000 notes.

### ***Loan Origination and Promissory Note***

- A new promissory note status of “M” for Manifested is in the system. A signed promissory note is placed in this status once it is batched on a shipping manifest to be sent to the LOC. This new status is added to all promissory note reports.
- All reject codes imported from a loan origination acknowledgement display on the Loans tab.

### ***Master Promissory Note and Multi-Year Functionality***

- An MPN Exists flag is now on the Loans tab. If you believe the borrower has a valid Master Promissory Note on file at the LOC, you can set this flag and immediately create and process actual disbursements without obtaining a new signed MPN. The MPN Exists flag can be imported into EDEExpress using an External Import Loan Origination Add file. The valid field content for this field is “6” (assumes the student has an MPN on file at the LOC) or “Blank” (assumes the student does not have an MPN on file at the LOC). The default is “Blank.” This field is also “Blank” for PLUS. NOTE: These values have been updated since the *2000-2001 Direct Loan Technical Reference* was distributed. More details on this new process are available in online Help.
- The MPN status imported on the loan origination acknowledgement is displayed on the Loans tab. The values include accepted MPN (A), pending MPN (X), MPN not on file at the LOC (P), inactive MPN (I), closed MPN (C), and rejected MPN (Q).
- You can link a loan to an MPN from within the loan record by selecting the Print option. The Stafford MPN Print Options dialog box displays and provides the current promissory note status of both the subsidized and unsubsidized loans. These options are provided so you can link the loans, print an MPN, or reprint an MPN.
- If you mark an MPN as signed and dated, all loans linked to the MPN are marked as signed and dated automatically.
- The MPN ID that prints on the MPN and the Stafford Manifest contains an “M” as the 10<sup>th</sup> character instead of “U” or “S.”

### ***Disbursement***

- You can create and process subsidized and unsubsidized loans with up to twenty anticipated and actual disbursements each.
- Once disbursement number one is processed and accepted by the LOC, you can process subsequent actual disbursements in any sequential order.
- All reject codes imported from a disbursement acknowledgement are displayed on the Disburse tab.

### ***Booking Notification***

- EDEExpress now processes two new disbursement transaction types, “L” for Disbursement Booked Date and “M” for Adjustment Booked Date. These new disbursement transactions are imported on a disbursement acknowledgement (Booking Notification) with a message class “DIOD,” Batch Type of #B.
- Upon importing a disbursement acknowledgement (Booking Notification) with a Batch Type of #B, the booking status for each disbursement and adjustment is updated on the Disburse tab and the LOC’s Total Net Loan Amount on the Loans tab is updated.

### ***Servicing Refund***

- EDEExpress now processes a new disbursement transaction type of “P” for a Servicing Refund.
- Upon importing a disbursement acknowledgement with a batch type of “SP,” the Servicing Refund flag is set. If you decide to disburse additional funds to this borrower, EDEExpress disables the annual loan limit edit so you can process the additional funds.
- The “P” transaction does NOT display in any disbursement reports.

### ***Export***

- The Export dialog box displays the correct number of records exported in the external file DEER01IN.

### ***Import***

- Upon importing a Loan Servicer Record, EDEExpress accepts a Loan Servicer Code which contains alpha values.
- Additional Loan Origination Import Change Field Numbers can be used with the External Import Change file:
  - S194 for the Promissory Note Accepted Loan ID (MPN ID)
  - S032 for the Loan Period Start Date
  - S033 for the Loan Period End Date
  - Also, the External Import Change file uses the same change field transmit number for a specific data field as the change record. For example, S048 (2<sup>nd</sup> Disbursement Anticipated Date) and S049 (2<sup>nd</sup> Disbursement Anticipated Gross Amount)
- The External Import Changes file uses the same change field transmit numbers for specific data field as the change record exported to the LOC (for example, Second Disbursement Anticipated Date and Second Disbursement Anticipated Gross Amount).
- User ID and Create Date fields are now at the end of the External Add record layout, similar to External Import Change record layout.
- Edit reports for imports provide the loan ID of any skipped, warned, and/or rejected records.

- If you import packaged records into the Direct Loan module, the counter displays the number of packaged records imported during that specific import.

### **Query**

- New predefined parameter queries include Loan Origination Status and Promissory Note Status, Loan Type, Disbursement Batch Number, Booked Date Range, and Anticipated Disbursement Range.
- When running a parameter query, you can select the direct loan batch ID from a picklist.

### **Reports**

- When you print a report to the screen with other applications open, the report prints to the screen without requiring you to maximize the other applications to the screen.
- A new status of “M” (Manifested) is added to the Booked Status Measurement Report.
- The selection logic for the Direct Loan Volume Report now includes any booked disbursement within the selected date range.
- When printing reports, the date range labels now describe the date being used when selecting the range; for example, “Booked Date Range” or “Disbursed Date Range.”
- When a report provides the option to include “booked only,” “unbooked only,” and “both” booked and unbooked records, the default is “both.”
- The following reports are reformatted with the loan ID and batch ID indented under the borrower's name:
  - List - Promissory Notes
  - List - Anticipated Disbursements
  - List – Actual Disbursements
  - List - Loans
- When printing a Deferment Request, you can select to print the local or permanent address on the form.

### **Help Text**

- Help text includes more details and fewer references to the *Direct Loan Technical Reference*.
- Help text for the MT - Booked Status Report includes details about the summary counts and percentages.
- Help text for the School/LOC Net Totals Report emphasizes that the LOC net totals are for booked disbursements only on file at the LOC.

### ***Items Removed from EDExpress for 2000-2001***

- Altered Note flag
- Promissory Note Sequence Number
- Anticipated Completion Date

### ***ED Initiated Reports for 2000-2001***

To assist with your system setup for 2000-2001, the message classes for the ED Initiated Reports for 2000-2001 are:

ED0101OP	Loan Detail Exception Report for Booked Loans (optional)
ED0201OP	Loan Detail Exception Report for Unbooked Loans (optional)
ED0301OP	Duplicate Student Borrower Report
ED0401OP	Delinquent Borrower Report
ED0601OP	Inactive Loans Report (optional)
ED0701OP	Name, SSN, and/or Birth Date Changes Report
ED0801OP	Pending SSN Changes Over 45 Days Report
ED1401OP	Disbursements Not Yet Booked at Servicing Report

## Issues Fixed in EDEExpress, Version 6.1

EDEExpress, Version 6.1 resolves the following issues in the software modules.

### ***Global***

- 2312 For default file paths that are less than 8 bytes, the database no longer records the remaining values as \_ (underscores).
- 2336 When printing global/user data the report now prints the field value.
- 2404 The start-up message “Virtual Memory under 4000” now adds total physical and virtual memory amounts available, reducing the message’s occurrence.
- 2451 The field transmit flag for the Citizen Status field on the Demo tab increments correctly.
- 2453 The Student Account Manager (SAM) message class options in File Management setup does not display.

### ***Application Processing***

- 2317 Print-List Processed ISIRs shows all batches, instead of only the #E batches.
- 2319 Legal Residence Date allows answers of month only and year only before going to the next page of the SAR/ISIR tab.
- 2345 On the FAFSA tab, you can blank out the last name of Father/Stepfather or Mother/Stepmother after you have saved it.
- 2356 Application Print Report prints Estimated EFC fields correctly.
- 2383 The RADD01 Import field, Degree/Certificate and BA by 7-1-2000, no longer causes rejected Renewal Applications.

### ***Packaging***

- 2311 The Help Text and Tools | Browse table correctly displays the Alternative Pell Schedule for Students with low Assessed Tuition for 2000-2001.
- 2428 The Help Text explains the field “Total Students Receiving Other Work-Study” on the Measurement Tools - Funds report.

## **EDEExpress Supports These Printers**

We tested the following printers that are Windows NT 4.0, Windows 95, and Windows 98 compatible:

- HP LaserJet 4
- HP LaserJet 4000N
- HP LaserJet 4M
- HP LaserJet 4M Plus
- HP LaserJet 4 si
- HP LaserJet 5M
- HP LaserJet 5 si
- HP LaserJet 5 si MX
- HP LaserJet 6 MP
- HP LaserJet 8000N

## EDExpress Benchmarking

Benchmarking tests on the EDExpress for Windows 6.1 software were performed to determine how the software operates in certain operating environments.

### Imports

Following are the benchmarking results for EDExpress import files. The Import process was tested during normal working hours using different operating systems, PC platforms, and import files (all files had approximately 400 records). For the network tests, the EDExpress software was on the workstation and the database was on the server. The server used is a production server with approximately 200 simultaneous users. From previous benchmarking activities, we have not seen a performance difference between the NetWare 3.12 environment and the NT server environment. Thus, only the NetWare network environment is listed below. The Time Elapsed column indicates the measurement of time starting when the user clicks OK in the Import dialog box and the import process begins.

COMPONENT	OPERATING SYSTEM	BENCHMARKING VOLUME	TIME ELAPSED	PC PLATFORM
ISIR Import	NT 4.0	1000	4 min 36 sec	Pentium 200 128MB
ISIR Import	Windows 95	1000	4 min 49 sec	Pentium 200 64MB
ISIR Import	Windows 98	1000	4 min 59 sec	Pentium 200 64MB

### Reports

Following are the benchmarking results for EDExpress reports and lists. These reports were tested in Windows NT, Windows 95, and Windows 98 on HP LaserJet 4, 4000N, 4M, 4M Plus, 4 si, 5M, 5 si, 5 si MX, 6 MP, and 8000N printers. These tests were all completed on a Pentium 200 with 64 MB RAM. The Time Elapsed column indicates the measurement of time starting when the user clicks OK in the EDExpress Print dialog box and when the operating system (Windows NT/95/98) print dialog appears. The BM Volume is the number of records and approximate number of pages that were printed in the test.

REPORT	OPERATING SYSTEM	BENCHMARKING VOLUME	TIME ELAPSED
Document Tracking Letter	NT 4.0	5 records	5.5 seconds
Document Tracking Letter	Windows 95	5 records	5 seconds
Document Tracking Letter	Windows 98	5 records	5 seconds
Mailing Labels	NT 4.0	65 records	2 seconds
Mailing Labels	Windows 95	65 records	2 seconds
Mailing Labels	Windows 98	65 records	3 seconds
ISIR	NT 4.0	2 records	3 seconds
ISIR	Windows 95	2 records	3.5 seconds
ISIR	Windows 98	2 records	3 seconds
Processed ISIRs	NT 4.0	27 records	1 second
Processed ISIRs	Windows 95	27 records	1 second
Processed ISIRs	Windows 98	27 records	1 second
Award Letters	NT 4.0	3 records	4 seconds
Award Letters	Windows 95	3 records	3.5 seconds
Award Letters	Windows 98	3 records	3.3 seconds
Packaging Setup	NT 4.0	22 pages	5 seconds
Packaging Setup	Windows 95	22 pages	4.5 seconds
Packaging Setup	Windows 98	22 pages	5 seconds



### ***Packaging***

Following are the benchmarking results of the EDEExpress Packaging process. Packaging was benchmarked on a stand-alone Pentium 200 with 64 MB of RAM.

COMPONENT	OPERATING SYSTEM	BENCHMARKING VOLUME	TIME ELAPSED
Packaging	Windows 95	1000 records	31 min
Packaging	Windows 98	1000 records	32 min

### ***Direct Loan***

Following are the benchmarking results of the EDEExpress Direct Loan process. Direct Loan was benchmarked on a stand-alone Pentium 200 with 64 MB of RAM.

COMPONENT	OPERATING SYSTEM	BENCHMARKING VOLUME	TIME ELAPSED
ISIR Import	Windows 95	1000 records	9 minutes 33 seconds
ISIR Import	Windows 98	1000 records	9 minutes 46 seconds
ISIR Import	NT	1000 records	9 minutes 30 seconds
External Change	Windows 95	1000 records	6 minutes 48 seconds
External Change	Windows 98	1000 records	5 minutes 51 seconds
External Change	NT	1000 records	6 minutes 3 seconds

### ***Promissory Notes***

Following are the benchmarking results of the EDEExpress Prom Notes process. The tests were run in Windows NT, Windows 95, and Windows 98 on HP LaserJet 4, 4000N, 4M, 4M Plus, 4 si, 5M, 5 si, 5 si MX, 6 MP, and 8000N printers. These tests were all completed on a Pentium 200 with 64 MB RAM. The Time Elapsed column indicates the measurement of time starting when the user clicks OK in the EDEExpress Print dialog box and when the operating system (Windows NT/95/98) print dialog appears. The BM Volume is the number of records and approximate number of pages that were printed in the test.

COMPONENT	OPERATING SYSTEM	BENCHMARKING VOLUME	TIME ELAPSED
Prom Notes - Staf	Win98	2 notes/4 pages:1 sub, 1unsub 2 pages each	3 seconds
Prom Notes - PLUS	Win98	PLUS notes for 2 recs	3 seconds
Prom Notes - Staf	Win95	2 notes/4 pages:1 sub, 1unsub 2 pages each	3 seconds
Prom Notes - PLUS	Win95	PLUS notes for 2 recs	2 seconds
Prom Notes - Staf	NT 4.0	2 notes/4 pages:1 sub, 1unsub 2 pages each	5 seconds
Prom Notes - PLUS	NT 4.0	PLUS notes for 2 recs	5 seconds
Prom Notes - Staf	NT 4.0	2 notes/4 pages:1 sub, 1unsub 2 pages each	4 seconds
Prom Notes - PLUS	Win95	PLUS notes for 2 recs	2 seconds
Prom Notes - Staf	Win95	2 notes/4 pages:1 sub, 1unsub 2 pages each	2 seconds
Prom Notes - PLUS	Win98	PLUS notes for 2 recs	3 seconds
Prom Notes - Staf	Win98	2 notes/4 pages:1 sub, 1unsub 2 pages each	3 seconds
Prom Notes - Staf	NT 4.0	200 notes/200 pages:100 sub loans	36 seconds

## Reminders

### ***Back Up Your Database Weekly***

Before you upgrade your EDEExpress to Version 6.1, you must back up your Version 6.0 database so that you do not lose your data if an installation problem occurs.

You should back up your EDEExpress database file, EXPRES01.MDB, regularly. We recommend backing up your files at least weekly.

EDEExpress for Windows does not include a backup utility. You must use your own backup software. You should test your backup software to verify its reliability to successfully restore your backups.

### ***Optimize Your Database by Using Software Utilities***

The EDEExpress for Windows software contains utilities that allow you to optimize your database if you encounter problems. We recommend that you repair, compact, and verify your database once a week. Once all three functions are successful, back up the database (see above).

Run the database utilities in the following order:

- Repair database.
- Compact database.
- Verify database.

For specific information regarding repair, compact, and verify, see the appropriate section below.

### ***Run the Repair Database Utility***

The repair database utility resolves inconsistencies (also called database corruption) in record storage. Events such as a power outage or a LAN failure can corrupt your database if it occurs while EDEExpress for Windows updates your records.

EDEExpress may not detect database corruption, so if your system behaves unpredictably (for example, you start getting database error messages), use the Repair Database Utility.

Running this utility weekly helps to prevent database problems.

**Warning:** Before using this utility, be sure you have space on your hard drive that is at least equal to the current size of the database.

### ***Improve Performance by Using the Compact Database Utility***

The compact database utility improves the performance of EDEExpress for Windows by optimizing the database (EXPRES01.MDB) file and reclaiming space on your computer's hard drive. As you add, modify, or delete records in EDEExpress for Windows, the database file can become fragmented.

Running this utility weekly makes the database files smaller and improves system performance.

**Warning:** Before using this utility, be sure you have hard drive space available at least equal to the current size of the database.

### ***Prevent Problems by Using the Verify Database Utility***

The verify database function checks for data relationship integrity in your database. If EDEExpress for Windows crashes or abnormally halts processing, a record may be missing one of its associated records. Verify Database recreates the missing record.

Running this function weekly helps to prevent problems.

**Warning:** Before using this utility, be sure you have hard drive space available at least equal to the current size of the database.